



**Architectural Review Committee (ARC)**  
**Materials Checklist for Commercial Properties**  
(Submit this Checklist along with Materials)

Project: \_\_\_\_\_ DRC # \_\_\_\_\_

Applicant/Architect Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

The following is a list of materials to be submitted to the Community Development Department **no later than the last Friday of each month by 12:00 noon**. Upon determination of Staff that the applicant has submitted all required materials, the project will be scheduled for the next available ARC meeting.

Required Materials:

- Written narrative describing scope of work (see attached)
- Color Rendering ( 24"X 36" ) -Boarded-
- Four (4) sided color elevations ( 24"X 36" ) -Boarded-
- Ten (10) – 11" X 17" elevations (4 sides)
- Ten (10) – 11" X 17" Floor Plan
- Ten (10) – 11" X 17" Site Plan in color
- One (1) CD with the all submittal documents in PDF, JPEG or GIF
- One (1) Materials Board with the following:
  - Paint Colors (Base, Secondary and Trim) – **ACTUAL PAINT SWATCH IS REQUIRED. (matched to color palette in Community Development for paint approval)**
  - Roof Tile – **Actual Material Samples**
  - Window Glass – **Actual Material Samples**
  - Window Framing or Decorative Trim – **Actual Material Samples**
  - Decorative Molding, Stone, Brick, Blocks, Ceramic Tiles, etc.

